

1st Year Parent Teacher Meeting Online Guidance Document

Dear Parent/Guardian,

Unfortunately, we are not yet permitted to have face-to-face meetings in school. Therefore a face-to-face parent/teacher meeting is not yet possible. We are planning to use an online system this year and we are beginning with our first-year parents.

On Thursday evening, **October 21st from 4 pm - 6:30 pm** we are hosting a Parent-Teacher meeting **online** to enable you to meet your son/daughter's teachers to discuss their progress to date in Mulroy College. These meetings will take place virtually through Google Meet.

You will be given an opportunity to select the teachers you wish to meet by preferential choice. Appointments will be assigned in order of your preferences selected on the platform PT Organiser that we are using to run the evenings meetings. It may not be possible to meet all teachers, however, appointments will be distributed equitably. We will do our best to meet everyone's needs but only 30 meeting times will be available for each teacher so it is limited.

All meetings will have a 5-minute duration only.

We will give further information closer to the time on how to access the meetings on the evening, for now, you must follow the instructions below to ensure you complete your preferences for the teachers you wish to meet online. You must complete this by <u>Friday 15th</u> <u>October.</u>

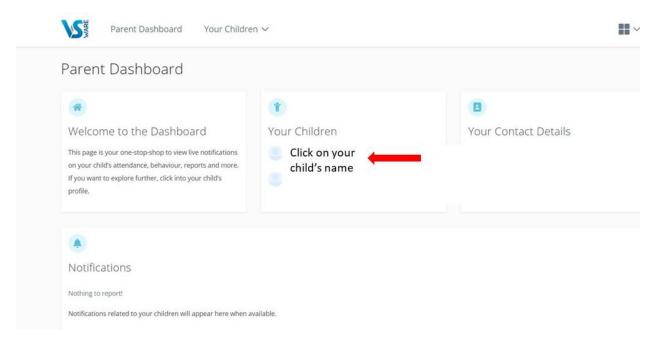
To select your preferences please follow the instructions below:

1. VSware ID

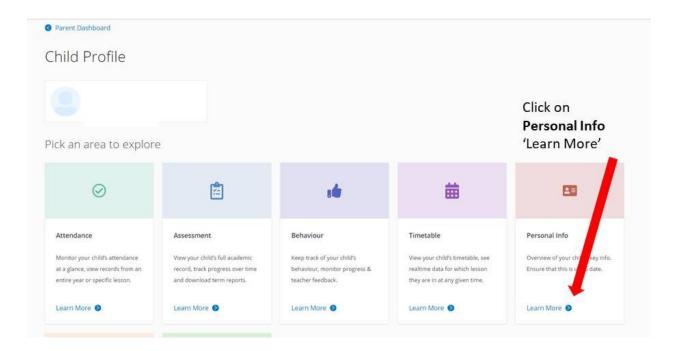
To access your child's 'VSware ID':

- Login to VSware
- On the "Parent Dashboard" click on the student's name



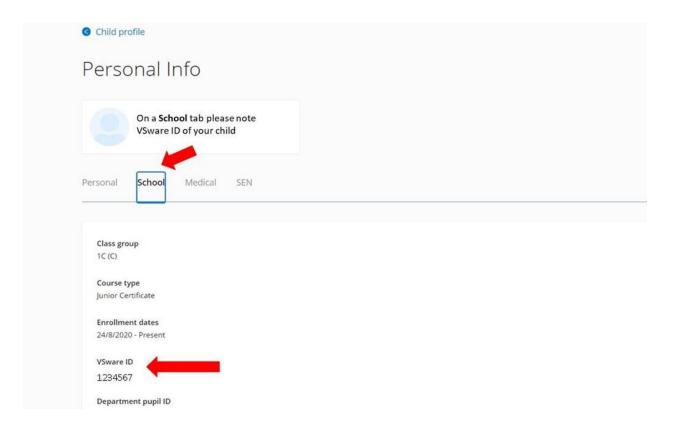


On the 'Pick an Area to explore' screen, see the 'Personal Info' panel and click 'Learn more'





Choose the 'School' tab. VSware ID is available on this screen.



2. PT Organiser

Click on this link <u>www.ptmorg.com</u> and log on by clicking on Parent/Guardian login.

3. Log in to PT Organiser

Enter our school Roll Number, 712200

5 numerical digits: seven, one, two, two, zero, and the capital letter O

712200 followed by the capital letter O

followed by your son/daughter's Student ID number (VSware ID).



Parent Teacher Meeting Organiser		
Parent / Guardian Login		
School Roll Number:	712200	
Student ID:	734579	
Login		

4. Enter Your Preferences

Enter your preferences in order of your preferred choice (1 being the teacher you would like to meet first up to 11, please make sure you do not enter the same number twice). Please see below for an example:

We invite you to make appointments with the teachers listed below. Please request appointments in order of preference, starting 1,2 etc.

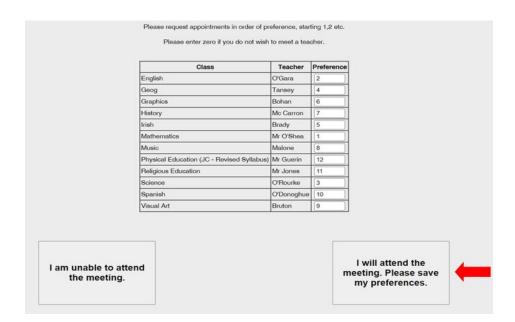
Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
Applied Technology	Damien McVey	1
Engineering	Mark Peoples	3
English	Darragh Kelly	4
Geography	Aoife Ridge	11
German	Scátha Farrell	6
History	Maria Ryan	2
Irish	Breda McGettigan	5
Mathematics	Darragh Kelly	7
Science	Rodney McKeague	10
Tutorial	Damien McVey	8
Wood Technology	Declan Docherty	9



5. Save Preferences

Click on save preferences. The closing date for inputting your preferences is **Friday 15th of October.**



6. Your Appointments List

Following this, you will receive a message from us when your appointments with teachers are published. When you receive notification that the appointments have been published you will then be asked to log back into PT Organiser to view your appointment list.

7. Meet Teachers

The 'Google Meet' links for the meetings will be sent to you via email where you will be able to access the meetings for each subject teacher.

Please note the time allocated for each meeting will be 5 minutes only.



Online etiquette for Parent Teacher Meeting

- Please make sure to have a charged device with a camera, good sound and a microphone so the teacher can hear you also.
- Ensure your camera is on and you have a quiet space where you can hear and be heard.
- Please be mindful of where you are, any background images that you do not want visible should be removed.
- Recording of any kind is not permitted.
- Teachers will give you an overview of areas of learning, progression, success, areas for improvement, participation and overall behaviour.
- As each meeting is 5 minutes only, please ensure you are available to enter each meeting at the allocated time.
- Teachers will allow parents access, you may be waiting for a minute or so to enter each meeting.

All communication should be in line with our Code of Behaviour and mutual respect adhered to at all times.